

TVDSB SEAC Self-Assessment

Summary of Feedback

Strengths:

- Meeting procedures:
 - Distribution of Minutes and Agenda in advance of meeting
 - Meeting starts on time and is recorded
- Mandate:
 - Focus on Special Education Plan and Special Education Budget

Needs Improvement:

- Member engagement:
 - Seek member feedback on special education programs and services
 - Arriving at meeting prepared to discuss agenda items
 - Encourage all members to contribute to discussion
 - Add additional methods to capture member feedback
 - Expand utilization of member skills and knowledge
- Committee Role:
 - Clear goals for committee (1-2 SMART Goals)
 - Transparent implementation and accountability (Meeting actions and recommendations)
 - Clear links to Board Strategic Plan (after New Strategic Plan approval in spring 2024)
- Meeting Procedures:
 - Prioritize agenda items to ensure meetings end on time

Recommendations from Self-Assessment

1. Ensure all SEAC members are aware of legislated responsibilities as per Regulation 464/97. They are to provide advice to the Trustees regarding:
 - Special education programs and services
 - Special Education Plan
 - Special Education Budget
2. Ensure monthly agendas are balanced and allow adequate time for priority items and prevent the need for meeting extensions.
3. Identify additional strategies to promote member engagement in committee discussions. Potential strategies:
 - Break out groups
 - Pair and share activities
 - Asking each member to speak or pass on the opportunity
 - Utilize technology such as Teams polls, reactions, chat feature, etc.

4. Increase SEAC member professional development and support to increase member knowledge and ability to participate in SEAC meetings.
5. Ensure process for developing committee SMART goals that are relevant and achievable.
6. Strengthen and clarify linkages between the TVDSB Strategic Plan and SEAC activities and goals.

NOTE: The self -assessment survey also captured concerns about the holding of day-time meetings. SEAC members were surveyed in February 2024 and supported a mixture of day and night-time meetings for 2024-2025.

Action Plan and Measures

	Action	Measures
1	Ensure all SEAC members are aware of legislated responsibilities as per Regulation 464/97	Number of SEAC training opportunities each year
2	Ensure monthly agendas are balanced and allow adequate time for priority items and prevent the need for meeting extensions	Number of meetings that are extended. Seek annual SEAC feedback on meeting format and content.
3	Identify additional strategies to promote member engagement in committee discussions.	Number of strategies used each meeting to engage members.
4	Increase SEAC member professional development and support to increase member knowledge and ability to participate in SEAC meetings.	Number of agenda items to support increased member knowledge and skills.
5	Ensure process for developing committee SMART goals that are relevant and achievable.	Number of SMART goals annually
6	Strengthen and clarify linkages between the TVDSB Strategic Plan and SEAC activities and goals.	Number of discussions that link Strategic Plan and SEAC activities